



*news and information
for employees of the
City of Saint Paul*

March 23, 2001

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Business Academy open house

Just glance out your window. It's hard to imagine spring is just around the corner. And September seems a lifetime away. But school bells are ringing for high school students who are making an important decision right now about where to go to school this fall.

This is one time when students really want to do their homework! That's why two open houses have been scheduled to acquaint parents and prospective high school students with one of the Twin Cities' newest public high schools—Minnesota Business Academy. The school, located at 505 Wabasha Street, downtown Saint Paul, will host the open houses on Tuesday, March 27th, and Tuesday, April 10th, from 4 p.m. to 7 p.m.

Minnesota Business Academy is accepting applications for September in grades 9 through 12. Limited space at the school is still available. The Open Houses provide an opportunity for parents and students to meet teachers and school leadership, take a tour of the facilities, talk with students, and find out what makes this school unique.

Former Lieutenant Governor Joanne Benson is the school's chief education officer. A former teacher, Benson has rallied widespread support for the school. Business and community leaders and many working adults are actively involved in curriculum development, fund raising and volunteer activities such as mentoring.

The school has attracted students from across the metropolitan area

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Steps to Feeling Great

Do you need relief from stress? Have difficulty building activity into your busy day? Want a fun and realistic way to be more active every day?

If you answered "yes" to any of these questions, the City of Saint Paul and HealthPartners have a fun new program for you! You will use a personal pedometer to experience how easily you can build physical activity into your day. This innovative, 8-week program is called 10,000 Steps, and you won't find it anywhere else!



It only costs \$10 or \$15 to join 10,000 Steps, and you will get:

- A state-of-the-art pedometer valued at \$29.95;
- A personal action planner to get you started and keep you going;
- Bi-weekly motivational cards for eight weeks, and bi-monthly cards for the following six months;
- A free water bottle if you complete the program; and
- An opportunity to win one of 40 \$25 or one \$100 gift certificates for Joe's Sporting Goods!

Program details and a registration form were sent to employees' homes March 12th. To participate in 10,000 Steps, you must complete the registration form and submit it to Anne Nelson, Risk Management Division, 240 City Hall, **by April 9th**. If you have questions, please contact Anne Nelson at 651-266-8899 or Cityfit@ci.stpaul.mn.us.

Don't delay, join today!

www.ci.stpaul.mn.us

Places to go. Things to do.

ilovesaintpaul.com

Neid award reminder Pre-retirement Planning Seminar

The City is still seeking nominations for City employees to receive the 2001 Karl Neid Community Involvement Award.

The Neid award is an annual recognition of a City employee who exemplifies public employment, and contributes to improving the quality of life. Preference will be given to employees who benefit the Saint Paul community. Employees who were nominated in the past, but not selected, may be nominated again.

Please take the time to nominate a City employee who goes that extra mile. To obtain a nomination form, please contact Darlyne Morrow at 651-266-8525 or via e-mail: darlyne.morrow@ci.stpaul.mn.us. The deadline for accepting nomination forms is Friday, April 6th.

Did you lose some jewelry?

If you lost a piece of jewelry in the snow by the City Hall/Court house on the 4th St. side, call 266-6344.

If you're planning to retire within the next ten years, and you haven't attended one of the City's pre-retirement planning seminars, now is the time!

The pre-retirement planning seminar is a long-range planning seminar designed to help you take practical steps NOW to enable you to spend your retirement years as you choose. Information about Social Security, public pensions, fitness, nutrition, legal readiness, estate planning, financial planning, deferred compensation, and employee benefits will be presented by experts in their fields.

The seminar is scheduled for April 4th, 18th, and 25th, from 8:30 a.m. to noon, in Room 40 A and B City Hall. **Do not register unless you will be able to attend all three sessions.** Registration is limited to 50 City employees. To register, submit a Risk Management Seminar Application to the Risk Management Division, 240 City Hall, by March 30th. If a partner will be attending with you, please include that person's name on your application.

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and surrounding communities. Tuition is free and students enjoy smaller class sizes. They have their own computers and their own personal workspace. Students have access to mentors and take advantage of internships, field trips and other real-life learning experiences. They develop personal learning plans to customize their education to meet their needs.

Whether a kid dreams of starting a business, wants a full-time job right away, or is college-bound, this high school can make it happen.

If you have a high school age student who is exploring school options, if you are interested in learning more about volunteer opportunities, or if you are simply curious about this new school, Lieutenant Governor Benson encourages you to attend an Open House.

City job openings as of March 23rd, 2001

Application deadline	Job title	Bi-weekly or hourly salary rate	Exam date
Open	Architect I - BOE	\$1543.14	See Job Ann
Open	Architect II - BOE	\$1736.21	See Job Ann
Open	Clerical Assistant BOE (part-time)	\$9.00 per hr	See Job Ann
Open	Clerk-Typist II (full & part-time)	\$914.25	See Job Ann
Open	Community Liaison Officer	\$1038.98	See Job Ann
Open	Conservatory Attendant (permanent/part-time)	\$9.17 per hr	See Job Ann
Open	Emergency Communications Ctr Telecommunicator	\$1375.98	See Job Ann
Open	**Food Service Assistant (part-time)	\$9.01 per hr	See Job Ann
Open	Food Service Helper (part-time)	\$8.00 per hr	See Job Ann
Open	Golf Ranger (seasonal/part-time)	\$6.32 per hr	See Job Ann
Open	IS Information/Technical Analyst I	\$1201.32	See Job Ann
Open	IS Information/Technical Analyst II	\$1397.98	See Job Ann
Open	IS Information/Technical Analyst III	\$1550.12	See Job Ann
04/02/01	IS Systems Consultant IV	\$2180.18	See Job Ann
Open	IS Systems Support Specialist I	\$1085.87	See Job Ann
Open	IS Systems Support Specialist II	\$1148.08	See Job Ann
Open	IS Systems Support Specialist III	\$1397.98	See Job Ann
Open	Life Guard (temp/summer employment)	\$7.75 per hr	See Job Ann
Open	Park Aide (temp/part-time)	\$7.86 per hr	See Job Ann
Open	Parks & Recreation Assistant (seasonal/part-time)	\$5.50 per hr	See Job Ann
Open	Recreation Leader (permanent/part-time)	\$8.81 per hr	See Job Ann
Open	Refectory Attendant (seasonal/part-time)	\$9.17 per hr	See Job Ann
Open	Senior Pool Attendant (seasonal/part-time)	\$9.25 per hr	See Job Ann
Open	Swimming Pool Supervisor (seasonal/part-time)	\$10.75 per hr	See Job Ann
Open	Water Safety Instruct (temp/summer employment)	\$8.25 per hr	See Job Ann

** This is a walk-in-examination. Do not submit a job application before the test.

Note: Call or visit the Office of Human Resources to receive the official job announcement for these positions. Location: 400 City Hall Annex. Phone: 651-266-6500 (TTY/TDD 651-266-6501) or visit the web site: www.ci.stpaul.mn.us/jobopenings. For jobs announced after March 15th, please call our 24-hour job line, 651-266-6502.